

P ADM503: Research Methods

The information contained on this page is designed to give students a representative example of material covered in the course. Any information related to course assignments, dates, or course materials is illustrative only. For a definitive list of materials, please check the online catalog 3-4 weeks before the course start date.

P ADM 503 Research Methods (3 credits). Examination of research methodologies relevant to administration, planning, and public policy.

[Overview](#) | [Course Objectives](#) | [Materials](#) | [Library Resources](#) | [Technical Specifications](#) | [Course Requirements](#) | [Grading](#) | [Course Schedule](#) | [Academic Integrity](#) | [University Policies](#)

Course Overview

This course is designed to facilitate students' learning of basic social science research design concepts and procedures and analytical methods. Emphasis will be placed on how to think about research problems, appropriate methods to approach such problems, and related issues in the choice of research methodologies. The course will help students become informed consumers of the basic social science research papers and they will learn to conduct basic analyses and write research reports.

[return to top of page](#)

Learning Objectives

This course is designed to increase the ability of students to

use various qualitative and quantitative research approaches;

describe various research designs and research methods;

develop skills in the process of "doing research" and "writing research"; and

examine methodological and ethical issues in conducting research.

For more details of the course content, go to the Course Schedule.

[return to top of page](#)

Course Materials:

Most World Campus courses require that students purchase materials (e.g., textbooks, specific software, etc.). To learn about how to order materials, please see the [Course Materials page](#) (<http://student.worldcampus.psu.edu/course-materials>) . You should check the [World Campus Course Catalog](#) (<http://www.worldcampus.psu.edu/course-catalog>) approximately 3–4 weeks before the course begins for a list of required materials.

This course requires that you access Penn State library materials specifically reserved for this course. You can access these materials by selecting Library Resources in your course navigation, or by accessing the Library [E-Reserves Search](#) (<http://ezaccess.libraries.psu.edu/login?url=http://psu.libguides.com/er.php>) and search for your instructor's last name.

You can find quick answers to your questions when using the APA style at the following links:

- Tutorial for the basics of the APA Manual: [apa.org](http://flash1r.apa.org/apastyle/basics/index.htm) (<http://flash1r.apa.org/apastyle/basics/index.htm>)
- APA Style Essentials: [vanguard.edu](http://www.vanguard.edu/psychology/faculty/douglas-degelman/apa-style/) (<http://www.vanguard.edu/psychology/faculty/douglas-degelman/apa-style/>)
- Psychology with Style---A Hypertext Writing Guide: [uwsp.edu](http://www.uwsp.edu/psych/apa4b.htm) (<http://www.uwsp.edu/psych/apa4b.htm>)
- The University of Illinois at Urbana Champaign, The Center for Writing Studies, APA Style Resources: [cws.illinois.edu](http://www.cws.illinois.edu/workshop/writers/citation/apa/) (<http://www.cws.illinois.edu/workshop/writers/citation/apa/>)

[return to top of page](#)

Library Resources

Many of Penn State's library resources can be utilized from a distance. Through the University Libraries website, you can

- access magazine, journal, and newspaper articles online using library databases;

- borrow materials and have them delivered to your doorstep...or even your desktop;
- get research help via e-mail, chat, or phone using the [Ask a Librarian service](#) (<https://libraries.psu.edu/ask>) ; and much more.

You must have an active Penn State Access Account and be registered with the University Libraries in order to take full advantage of the Libraries' resources and services. The [Off-Campus Users page](#) (<https://libraries.psu.edu/world>) has additional information about these free services.

One of the benefits of being a registered Penn State student is that you are eligible to receive educational discounts on many software titles. If you are interested in learning more about purchasing software through our affiliate vendor, please visit the [Buying Software section of the Course Materials page](#). (<https://student.worldcampus.psu.edu/student-services/technology-resources>)

[return to top of page](#)

Technical Specifications

Technical Requirements

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|-------------------------|--|
| Operating System | <p>Penn State's LMS, Canvas, supports most recent versions of Microsoft Windows and Apple Mac operating systems.</p> <p>To determine if your operating system is supported, please review the Canvas Computer Specifications (https://community.canvaslms.com/docs/DOC-2059) .</p> |
| Hardware | <p>For a list of required computer hardware specifications and internet speed, please review the Canvas Computer Specifications (https://community.canvaslms.com/docs/DOC-2059) .</p> |
| Browser | <p>Canvas supports the last two versions of every major browser release. We highly recommend updating to the newest version of whatever browser you are using as well as the most up-to-date Flash plug-in.</p> <p>To determine if your browser is supported, please review the list of Canvas Supported Browsers (https://community.canvaslms.com/docs/DOC-1284) .</p> <p>Please note that due to Instructure's reduction of support for Internet Explorer, students and instructors should choose another browser to use such as Firefox, Chrome, Edge, or Safari.</p> |

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| | Note: Cookies, Java, and JavaScript must be enabled. Pop-up blockers should be configured to permit new windows from Penn State websites. |
| Plug-ins | Adobe Reader [Download from Adobe (https://get.adobe.com/reader/)] Flash Player [Download from Adobe (https://helpx.adobe.com/flash-player.html)] Java [Download from Oracle (http://www.java.com/en/download/testjava.jsp)] - The Java plug-in is required for screen sharing in Conferences. Please note that some browsers do not support Java. |
| Additional Software | All Penn State students have access to Microsoft Office 365 (https://student.worldcampus.psu.edu/a-z-index/office-365), including Microsoft Office applications such as Word, Excel, and PowerPoint. |
| Printer | Access to graphics-capable printer |
| DVD-ROM | Required |
| Sound Card, Microphone, and Speakers | Required |
| Monitor | Capable of at least 1024 x 768 resolution |
| Mobile Device | The Canvas mobile app is available for versions of iOS and Android. To determine if your device is capable of using the Canvas Mobile App, please review the Canvas Mobile App Requirements (https://community.canvaslms.com/docs/DOC-1542). |

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If you need technical assistance at any point during the course, please contact the [HelpDesk](http://student.worldcampus.psu.edu/student-services/helpdesk) (http://student.worldcampus.psu.edu/student-services/helpdesk).

For registration, advising, disability services, help with materials, exams, general problem solving, visit [World Campus Student Services](http://student.worldcampus.psu.edu/student-services) (http://student.worldcampus.psu.edu/student-services) !

Course Requirements and Grading

Assignments and grades consist of the following:

Graded Activities

| Graded Activities | Grade Points |
|--|---------------------|
| CITI certificate | 5 (extra credit) |
| Multiple Choice Quizzes (3 @ 10 points each) | 30 |
| Survey Design You will develop a survey questionnaire according to the instructions that are posted on Page 6 of Lesson 1, in the "course requirements" section. You will also find a sample paper here. The goal in this assignment is for you to demonstrate that you have learned the concepts and procedures covered in the course (particularly your knowledge of variables, operationalizations, and questionnaire construction) and can apply them. See the schedule for the assignment due date. | 30 |
| | |

| Graded Activities | Grade Points |
|---|---------------------|
| <p data-bbox="126 226 321 268">Class Paper</p> <p data-bbox="126 323 1333 554">You will also conduct statistical analyses and write a paper to be submitted at the end of the semester (see the schedule). These projects will include statistical analyses. It is essential that you develop thoughtful research questions, follow the research procedures you have learned in the class, and use data that are suitable for your research. You should also cite appropriate academic literature in your paper.</p> <p data-bbox="126 609 1325 835">For your class paper, you may use a secondary data set that includes appropriate variables for your research questions. You may use an appropriate data set you found on the Internet. There are also data sets that are recommended by the instructor. Please see the detailed instructions and a sample paper are provided on Page 6 of Lesson 1 under the "course requirements" section.</p> | 40 |
| Total Possible Points | 100 |

Please refer to the [University Grading Policy for Graduate Courses](https://courses.worldcampus.psu.edu/public/ID/shared/grad_grading_policy.html)

(https://courses.worldcampus.psu.edu/public/ID/shared/grad_grading_policy.html) for additional information about University grading policies.

If, for reasons beyond the student's control, a student is prevented from completing a course within the prescribed time, the grade in that course may be deferred with the concurrence of the instructor. The symbol DF appears on the student's transcript until the course has been completed. Non-emergency permission for filing a deferred grade must be requested by the student before the beginning of the final examination period. In an emergency situation, an instructor can approve a deferred grade after the final exam period has started. Under emergency conditions during which the instructor is unavailable, authorization is required from one of the following: the dean of the college in which the candidate is enrolled; the executive director of the Division of Undergraduate Studies if the student is enrolled in that division or is a provisional student; or the campus chancellor of the student's associated Penn State campus.

For additional information please refer to the [Deferring a Grade](http://student.worldcampus.psu.edu/a-z-index/deferring-a-grade) (<http://student.worldcampus.psu.edu/a-z-index/deferring-a-grade>) page.

Grading Scheme

The grade given is based on the evaluation criteria established for each category of the graded activities described above and the scholarly performance and attainment of the student. Based on the points earned on each of the graded activities, your course grade will be determined by the scales presented in the table below:

Grading Scale

| Grade | Percentage |
|-------|-----------------|
| A | 94.00 and Above |
| A- | 90.00-93.99 |
| B+ | 87.00-89.99 |
| B | 83.00-86.99 |
| B- | 80.00-82.99 |
| C+ | 77.00-79.99 |
| C | 70.00-76.99 |
| D | 60.00-69.99 |
| F | Below 60 |

Performance is evaluated on the basis of your course work on the assignments listed in the Course Syllabus. Your course grade depends on the points accumulated during the semester. Use the table above to keep a record of your progress.

Note: Your grade on assignments will be reduced by 5% for each day of tardiness in receipt of work by the Instructor. Submit your work on time as scheduled.

In the event of an emergency that would prevent you from completing an assignment on the established due date please contact your instructor. The World Campus and Continuing Education Help Desk will need an email from your instructor indicating approval to access assignments outside the scheduled time frame.

Please refer to the [University Grading Policy for Graduate Courses](https://courses.worldcampus.psu.edu/public/ID/shared/grad_grading_policy.html)

(https://courses.worldcampus.psu.edu/public/ID/shared/grad_grading_policy.html) for additional information about University grading policies.

Course Schedule

To help keep you on track, you should print the schedule and check off activities listed as you complete them.

The schedule below outlines all activities and topics we will cover in this course, along with the associated time frames and assignments. Note that assignments are due based on the Eastern Time Zone (ET). This ensures that all students have the same deadlines, regardless of where they live.

Note: The due dates for the assignments are noted in the Course Schedule section of this syllabus, below. Deadlines will be defined as **11:59 p.m. Eastern Time on the last day of the lesson timeframe**, unless noted differently.

Lesson 1: Introduction to Research Methods

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|-------------------|---|
| Readings: | <ul style="list-style-type: none">• O'Sullivan et al., Chapter 1• Lesson 1 commentary |
| Activities | <ul style="list-style-type: none">• Complete Basic Steps in the Getting Started lesson.• Participate in the course map activity.• Participate in the Meet and Greet Discussion.• Work on Self-Study Activity (Note: This activity is not graded, but it is important that you complete it to ensure you have mastered the concepts in this lesson).• Begin working through the SPSS training modules at Lynda.com. These tutorials must be completed by the end of Lesson 4 |

Lesson 2: Protection of Human Subjects and Other Ethical Issues

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| Readings: | <ul style="list-style-type: none">• O'Sullivan et al., Chapters 1 & 8• Lesson 2 commentary• Visit and explore the contents of the Office for Research Protections (ORP) website (http://www.research.psu.edu/orp) |
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| | <ul style="list-style-type: none"> • Visit and explore the Institutional Review Board (IRB) website (https://www.research.psu.edu/irb) • Kent E. Vrana, <i>Ethics in Science: Responsible Conduct of Research</i> (PSU ORP Slides) • Michelle Stickler, <i>The Ethics of Human Participant Research</i> (PSU ORP Slides) |
| Activities: | <ul style="list-style-type: none"> • Complete the CITI training: <ul style="list-style-type: none"> ◦ CITI test results (certificates) must be uploaded to Lesson 2 CITI Certificate Submission. ◦ Email your CITI completion reports to Brooke Plasterer. • Continue working through the SPSS tutorials at Lynda.com. These tutorials must be completed by the end of Lesson 4. |

Lesson 3: Designs for Explanation and Description

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| Readings: | <ul style="list-style-type: none"> • O'Sullivan et al., Chapters 2 & 3 • Lesson 3 commentary |
| Activities: | <ul style="list-style-type: none"> • Continue working on the SPSS training modules . |

Lesson 4: Conceptualization, Operationalization, and Measurement

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| Readings: | <ul style="list-style-type: none"> • O'Sullivan et al., Chapters 4 & 10 • Lesson 4 commentary |
| Activities: | <ul style="list-style-type: none"> • Take Quiz 1. • SPSS training must be completed by the end of this week. |

Lesson 5: Hypothesis Formulation, Secondary Data Analysis and Paper Writing

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| Readings: | <ul style="list-style-type: none"> • O'Sullivan et al., Chapters 9 & 15 |
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| | <ul style="list-style-type: none"> • Lesson 5 commentary |
| Activities: | <ul style="list-style-type: none"> • None. |

Lesson 6: Surveys & Questionnaire Design

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| Readings: | <ul style="list-style-type: none"> • O'Sullivan et al., Chapters 6 & 7 • Lesson 6 commentary • Study the document Penn State Sustainability Survey for Faculty and Staff Members • Study the Belle County Example document • Study the Mail Survey Example |
| Activities: | <ul style="list-style-type: none"> • Begin working on the Survey Design Paper. It is due at the end of Lesson 9. |

Lesson 7: Sampling

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| Readings: | <ul style="list-style-type: none"> • O'Sullivan et al., Chapter 5 • Lesson 7 commentary |
| Activities: | <ul style="list-style-type: none"> • Clarify your understanding of the terms provided in the “Terms for Review” section at the end of the sampling chapter in your textbook. • Take Quiz 2. |

Lesson 8: Univariate Analyses

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| Readings: | <ul style="list-style-type: none"> • O'Sullivan et al., Chapter 11 • Lesson 8 commentary |
| | <p>Note: On the commentary, you will find the instructions for conducting the analyses and examples. Follow these instructions and conduct all the analyses, as shown in the examples. Do not skip any examples, although it may look redundant and tedious to do them all. Conducting these exercises repetitively will</p> |

help build up your skills of using SPSS. This skill will be useful for the following lessons and when you conduct analyses in the future.

Activities:

- Work on Self-Study Activity (Note: This activity is not graded, but it is important that you complete it to ensure you have mastered the concepts in this lesson).

Lesson 9: Bivariate Analyses

Readings:

- O'Sullivan et al., Chapter 12
- Lesson 9 commentary

Note: On the commentary, you will find the instructions for conducting the analyses and examples. Follow these instructions and conduct all the analyses, as shown in the examples. Do not skip any examples, although it may look redundant and tedious to do them all. Conducting these exercises repetitively will help build up your skills of using SPSS. This skill will be useful for the following lessons and when you conduct analyses in the future.

Activities:

- Work on Self-Study activity (Note: This activity is not graded, but it is important that you complete it to ensure you have mastered the concepts in this lesson).
- The Survey Design Assignment is due this week. Submit it through Turnitin.com or Survey Design Paper Submission in Canvas based on your instructor's preference.

Lesson 10: T-Test and ANOVA

Readings:

- O'Sullivan et al., Reread t-Test in Chapter 12 (pp. 378-380), Chapter 13 (pp. 413 - 418 only)
- Lesson 10 commentary

Note: On the commentary, you will find the instructions for conducting the analyses and examples. Follow these instructions and conduct all the analyses, as shown in the examples. Do not skip any examples, although it may look

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| | <p>redundant and tedious to do them all. Conducting these exercises repetitively will help build up your skills of using SPSS. This skill will be useful for the following lessons and when you conduct analyses in the future.</p> |
| Activities: | <ul style="list-style-type: none"> • Work on Self Study activity (Note: This activity is not graded, but it is important that you complete it to ensure you have mastered the concepts in this lesson). • Take Quiz 3. |

Lesson 11: Chi-Square Analysis and other Nonparametric Tests

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| Readings: | <ul style="list-style-type: none"> • O'Sullivan et al., reread Chapter 12 (pp. 376 - 378 only) • O'Sullivan et al., Chapter 13 (pp. 396 - 401 only) • Lesson 11 commentary |
| Activities: | <ul style="list-style-type: none"> • Work on the Self Study activity (Note: This activity is not graded, but it is important that you complete it to ensure you have mastered the concepts in this lesson). |

Lesson 12: Measures of Association

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| Readings: | <ul style="list-style-type: none"> • O'Sullivan et al., Chapter 13 (pp. 401 - 413 only) • Lesson 12 commentary <p>Note: On the commentary, you will find the instructions for conducting the analyses and examples. Follow these instructions and conduct all the analyses, as shown in the examples. Do not skip any examples, although it may look redundant and tedious to do them all. Conducting these exercises repetitively will help build up your skills of using SPSS. This skill will be useful for the following lessons and when you conduct analyses in the future.</p> |
| Activities: | <ul style="list-style-type: none"> • Work on Self Study activity (Note: This activity is not graded, but it is important that you complete it to ensure you have mastered the concepts in this lesson). • Begin working on the final class paper. |

Lesson 13: Regression Analysis

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| Readings: | <ul style="list-style-type: none">• O'Sullivan et al., Chapter 14• Lesson 13 Commentary. <p>Note: On the commentary, you will find the instructions for conducting the analyses and examples. Follow these instructions and conduct all the analyses, as shown in the examples. Do not skip any examples, although it may look redundant and tedious to do them all. Conducting these exercises repetitively will help build up your skills of using SPSS. This skill will be useful for the following lessons and when you conduct analyses in the future.</p> |
| Activities: | <ul style="list-style-type: none">• Work on Self Study activity (Note: This activity is not graded, but it is important that you complete it to ensure you have mastered the concepts in this lesson).• Continue to work on the final class paper. |

Class Paper Writing

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|--------------------|--|
| Readings: | <ul style="list-style-type: none">• None. |
| Activities: | <ul style="list-style-type: none">• Class paper is due by the end of the week. Submit it through Turnitin.com or Class Paper Submission in Canvas based on your instructor's preference. |

[return to top of page](#)

Note: All due dates reflect North American eastern time (ET).

Academic integrity—scholarship free of fraud and deception—is an important educational objective of Penn State. To learn more about academic integrity at Penn State, please visit the [Penn State Academic Integrity](http://academicintegrity.psu.edu/) (<http://academicintegrity.psu.edu/>) site. Academic dishonesty can lead to a failing grade or referral to the [Office of Student Conduct](http://studentaffairs.psu.edu/conduct/) (<http://studentaffairs.psu.edu/conduct/>).

Academic dishonesty includes but is not limited to

- cheating,
- plagiarism,
- fabrication of information or citations,
- facilitating acts of academic dishonesty by others,
- unauthorized prior possession of examinations,
- submitting the work of another person or work previously used without informing the instructor and securing written approval, and
- tampering with the academic work of other students.

How Academic Integrity Violations Are Handled

In cases where academic integrity is questioned, the [Policy on Academic Integrity](http://undergrad.psu.edu/aappm/G-9-academic-integrity.html) (<http://undergrad.psu.edu/aappm/G-9-academic-integrity.html>) indicates that procedure requires an instructor to notify a student of suspected dishonesty before filing a charge and recommended sanction with the college. Procedures allow a student to accept or contest a charge. If a student chooses to contest a charge, the case will then be managed by the respective college or campus Academic Integrity Committee. If a disciplinary sanction also is recommended, the case will be referred to the [Office of Student Conduct](http://studentaffairs.psu.edu/conduct/) (<http://studentaffairs.psu.edu/conduct/>).

All Penn State colleges abide by this Penn State policy, but review procedures may vary by college when academic dishonesty is suspected. Information about Penn State's academic integrity policy and college review procedures is included in the information that students receive upon enrolling in a course. To obtain that information in advance of enrolling in a course, please contact us by going to the [Contacts & Help page](http://student.worldcampus.psu.edu/contacts-help-current-students) (<http://student.worldcampus.psu.edu/contacts-help-current-students>).

Additionally, World Campus students are expected to act with civility and personal integrity; respect other students' dignity, rights, and property; and help create and maintain an environment in which all can succeed through the fruits of their own efforts. An environment of academic integrity is requisite to respect for oneself and others, as well as a civil community.

For More Information on Academic Integrity at Penn State

Please see the [Academic Integrity Chart](http://student.worldcampus.psu.edu/a-z-index/academic-integrity) (<http://student.worldcampus.psu.edu/a-z-index/academic-integrity>) for specific college contact information or visit one of the following sites:

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- [iStudy for Success!](http://istudy.psu.edu/tutorials/) (<http://istudy.psu.edu/tutorials/>) (education module about plagiarism, copyright, and academic integrity)
- [Turnitin](http://turnitin.psu.edu/) (<http://turnitin.psu.edu/>) (a web-based plagiarism detection and prevention system)

Formal instruction will end on the last day of class. Provided that you have an active Penn State Access Account user ID and password, you will continue to be able to access the course materials for one year from the day the course began (with the exception of library reserves).

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- [iStudy for Success!](http://istudy.psu.edu/tutorials/) (http://istudy.psu.edu/tutorials/) (education module about plagiarism, copyright, and academic integrity)
- [Turnitin](http://turnitin.psu.edu/) (http://turnitin.psu.edu/) (a web-based plagiarism detection and prevention system)

[return to top of page](#)

Policies

- **Accommodating Disabilities:**

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has resources for students with disabilities. The [Student Disability Resources \(SDR\) website](http://equity.psu.edu/student-disability-resources) (http://equity.psu.edu/student-disability-resources) provides [contacts for disability services](http://equity.psu.edu/student-disability-resources/campus-disability-coordinators) (http://equity.psu.edu/student-disability-resources/campus-disability-coordinators) at every Penn State campus. For further information, please visit the [SDR website](http://equity.psu.edu/student-disability-resources) (http://equity.psu.edu/student-disability-resources).

In order to [apply for reasonable accommodations](http://equity.psu.edu/student-disability-resources/applying-for-services) (http://equity.psu.edu/student-disability-resources/applying-for-services) , you must contact the appropriate disability resources office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation based on the [documentation guidelines](http://equity.psu.edu/ods/guidelines) (http://equity.psu.edu/ods/guidelines) . If the documentation supports your request for reasonable accommodations, your campus's disability resources office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

- **Graduation:** Note: If you are planning to graduate this semester, please communicate your intent to graduate to your instructor. This will alert your instructor to the need to submit your final grade in time to meet the published graduation deadlines. For more information about graduation policies and deadlines, please go to the [Graduation Information](http://student.worldcampus.psu.edu/courses/graduation) (http://student.worldcampus.psu.edu/courses/graduation) on the My Penn State Online Student Portal.
- **Late Policy:** Assignments are due by 11:59 p.m. (EST) on the due date unless otherwise indicated. Late assignments are not accepted without prior approval from the instructor. Failure to turn in a paper by the required due date may result in a deduction on the final score, up to and including failure of the assignment. Make-up assignments are given at the sole discretion of the instructor on a case-by-case basis.
- **Additional Policies:**

For information about additional policies regarding Penn State Access Accounts; credit by examination; course tuition, fees, and refund schedules; and drops and withdrawals, please see the [World Campus Student Policies](http://student.worldcampus.psu.edu/a-z-index) (http://student.worldcampus.psu.edu/a-z-index) website.
- Mental health services are available to help you maintain your academic success. Visit the student [Mental Health Services website](http://student.worldcampus.psu.edu/student-services/mental-health-services) (http://student.worldcampus.psu.edu/student-services/mental-health-services) to learn more or to speak with a mental health advocate who can help you address concerns including anxiety, depression, relationship difficulties, and stress. If you or someone you know is experiencing a crisis situation, please call your local emergency service.
- Veterans and currently serving military personnel and/or dependents with unique circumstances (e.g., upcoming deployments, drill/duty requirements, VA appointments, etc.) are welcome and encouraged to communicate these, in advance if possible, to the instructor in the case that special arrangements need to be made.

- In order to protect your privacy, course access is limited to those individuals who have direct responsibility for the quality of your educational experience. In addition to the instructor, a teaching assistant or college administrator may be provided access in order to ensure optimal faculty availability and access. World Campus technical staff may also be given access in order to resolve technical support issues.
- 1. Students are responsible for online course content, taking notes, obtaining other materials provided by the instructor, taking tests (if applicable), and completing assignments as scheduled by the instructor. As a general rule, students should plan on logging into the course at least three times per week and spending at least three hours per course credit per week on the course, e.g., if the course is three credits, the student should plan on spending at least 9-12 hours per week on the course, just as they would in a residence course.
 2. Students are responsible for keeping track of changes in the course syllabus made by the instructor throughout the semester.
 3. Students are responsible for monitoring their grades.
 4. Students must contact their instructor (and teammates when working on any collaborative learning assignments) as soon as possible if they anticipate missing long periods of online time due to events such as chronic illnesses, death in the family, business travel, or other appropriate events. The instructor will determine the minimal log on time and participation required in order to meet course responsibilities. In the event of other unforeseen conflicts, the instructor and student will arrive at a solution together.
 - a. Requests for taking exams or submitting assignments after the due dates require documentation of events such as illness, family emergency, or a business-sanctioned activity.
 - b. Conflicts with dates on which examinations or assignments are scheduled must be discussed with the instructor or TA prior to the date of the examination or assignment.
 5. Students are responsible for following appropriate netiquette (network etiquette) when communicating with their instructor and classmates. For reference:
 - a. [Tips for Being a Successful World Campus Student](http://student.worldcampus.psu.edu/academic-support-resources/strategies-to-improve-online-learning)
(<http://student.worldcampus.psu.edu/academic-support-resources/strategies-to-improve-online-learning>)
 - b. [Email and Communication Strategies](http://student.worldcampus.psu.edu/a-z-index/email-communication-strategies) (<http://student.worldcampus.psu.edu/a-z-index/email-communication-strategies>)
 6. Behaviors that disrupt other students' learning are not acceptable and will be addressed by the instructor.

7. For severe and chronic problems with student disruptive behavior, the following will be applied for resolution:

a. Senate Committee on Student Life policy on managing classroom disruptions:

[Office of Student Conduct](http://studentaffairs.psu.edu/conduct/) (http://studentaffairs.psu.edu/conduct/)

b. [Penn State Principles](http://www.psu.edu/ur/pdf/principles.pdf) (http://www.psu.edu/ur/pdf/principles.pdf)

- Penn State takes great pride to foster a diverse and inclusive environment for students, faculty, and staff. Acts of intolerance, discrimination, or harassment due to age, ancestry, color, disability, gender, gender identity, national origin, race, religious belief, sexual orientation, or veteran status are not tolerated and can be reported through Educational Equity via the [Report Bias webpage](http://equity.psu.edu/reportbias/) (http://equity.psu.edu/reportbias/).

[return to top of page](#)

Disclaimer: Please note that the specifics of this Course Syllabus are subject to change, and you will be responsible for abiding by any such changes. Your instructor will notify you of any changes.

Please direct questions to the ['World Campus HelpDesk'](http://student.worldcampus.psu.edu/technical-support) (http://student.worldcampus.psu.edu/technical-support) |

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